

**BY ORDER OF THE COMMANDER
42D AIR BASE WING (AETC)**



AETC INSTRUCTION 10-202

MAXWELL AFB SUPPLEMENT 1

20 AUGUST 2003

Operations

CONTINGENCY OPERATIONS AND PREPARATION

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AETCI 10-202, 12 Sep 97, is supplemented as follows:

This supplement implements AETCI 10-202, *Contingency Operations and Preparation*. It applies to all organizations on Maxwell AFB and Gunter Annex. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Vol 4).

CRISIS ACTION TEAM (CAT) PROCEDURES

Purpose and Objective:

Purpose: This supplement establishes the composition of the Maxwell AFB (MAFB) Crisis Action Team (CAT), establishes processes for the CAT and contingency operations.

Objective: The objective of the MAFB CAT is provide timely and appropriate response to all taskings in support of real-world and exercise contingency operations.

12.1. Maxwell AFB Crisis Action Team (CAT) provides enhanced command, control and communications in a contingency or wartime situation affecting the installation. Refer to MAFBI 10-201 for additional guidance on several relevant subjects.

12.1.2. The Chief, Wing Plans and Programs (XP), or designee, is the primary CAT Coordinator.

12.1.3. The XP deputy chief, (or designee) is the alternate CAT Coordinator; augmented by additional appointees as required.

12.1.4. Primary members of the CAT and contact numbers are:

12.1.4.1. (Added) (MAFB) Wing Commander (number masked)

12.1.4.2. (Added) (MAFB) Vice Commander - station number 953-6527

12.1.4.3. (Added) (MAFB) Mission Support Group Commander – station number 953-5648

12.1.4.4. (Added) (MAFB) Medical Group Commander – station number 953-5659

12.1.4.5. (Added) (MAFB) DynCorp Program Manager – station number 953-5660

12.1.4.6. (Added) (MAFB) Air University Liaison Officer – station number 953-5651

12.1.4.7. (Added) (MAFB) Wing Command Chief Master Sergeant – station number 953-6413

12.1.4.8. (Added) (MAFB) Staff Judge Advocate – station number 953-4886

12.1.4.9. (Added) (MAFB) Chaplain – station number 953-5658

12.1.4.10. (Added) (MAFB) Air University Public Affairs – station number 953-5654

12.1.4.11. (Added) (MAFB) 908th Airlift Wing – station number 953-7974

12.1.5. Personnel requiring access to the CAT must have their Security Manager submit an AF Form 2586, **Unescorted Entry Authorization Certificate**, requesting an Area 7 access badge (AF Form 1199, **Air Force Entry Control Card**). Command Post will approve two badges for each organization holding a position on the CAT. Personnel must maintain a security clearance of SECRET or higher.

12.1.6. The Command Post will maintain 24-hour capability to recall the CAT. In accordance with MAFBI 10-201, *Emergency Operations*, the command post will notify primary CAT members, CAT Coordinator and CAT administrative support team.

12.1.6.1. During normal duty hours, immediate response time is defined as not more than 30 minutes. After normal duty hours, response time is no more than 1 hour.

12.1.6.1.1. (Added) (MAFB) Upon implementation of a CAT recall, primary CAT members (and other designated representatives as required) immediately proceed to the 42 ABW Command Post (Bldg 969), the Alternate Command Post (Bldg 844) or other location as directed in the recall notification.

12.1.6.1.2. (Added) (MAFB) Primary and additional members of the CAT will report to the CAT with their AF Form 1199.

12.1.6.1.3. (Added) (MAFB) Non-members requiring entrance will provide their DD Form 2AF, **Armed Forces Identification Card**, and or AF Form 354, **Civilian Identification Card**, to the entry controller. An authorized member must sign the log for non-member entrance. The ID card will be presented and a Visitor's Card worn at all times while present in the CAT.

12.1.6.1.4. (Added) (MAFB) Escorting personnel will announce an escorted person to the CAT Coordinator. All individuals granted access to the CAT must possess at least an interim SECRET security clearance.

12.1.6.2. The CAT may also be convened/recalled at a pre-determined time, as directed by the wing commander.

12.1.6.3. The wing commander may activate a watch team (WT) to monitor a given situation or use a "tailored" CAT, consisting of functional areas appropriate to the current situation (nonessential CAT representatives are released).

12.1.6.4. The watch team's primary function is to act as a clearinghouse for information relative to a specific incident and serves to advise wing leadership when the CAT is not convened. It is normally led by the CAT coordinator and may include organizational and functional representatives deemed necessary by the CAT coordinator.

12.1.7. During duty hours, Command Post personnel will act as CAT entry controller until relieved by CAT support team member. After duty hours, upon activation of the CAT, the first responding CAT support team member will control entry. Security Forces posts a guard at command post under force protection condition "CHARLIE" or higher.

14.1. 42 ABW/XP:

14.1.1. Serves as OPR for coordination of CAT operations.

14.1.2. Develops and maintains installation supplement as written guidance of CAT operations.

14.1.3. Maintains current file of essential documents and plans for reference.

14.1.4. IAW current operational security and risk management guidance, posts appropriate plans on the XP intranet website at: http://intranet.maxwell.af.mil/42abw_plans/default.htm.

14.1.5. Selects and trains coordinators to support CAT operations.

14.1.6. Maintains master copies of the wing-level CAT emergency action Quick Reaction Checklists (QRC). They are located at: http://intranet.maxwell.af.mil/42abw_plans/default.htm.

14.1.7. Provides current QRCs to unit plans representatives.

14.1.8. Maintains the CAT binder for the wing commander and vice wing commander.

14.1.9. Serves as OPR for training CAT representatives and support team.

14.1.9.1. (Added) (MAFB) CAT representatives must attend CAT orientation training within 30 days of appointment. Each CAT agency will provide 42 ABW/XP with a current roster of personnel appointed as CAT representatives as changes occur, using the format contained in Attachment 1.

14.1.9.2. (Added) (MAFB) The CAT Coordinator (or designee) provides training sessions annually, “by appointment” or as required.

14.1.9.2.1. Training will encompass the following topics:

14.1.9.2.1.1. Location of operations and physical configuration.

14.1.9.2.1.2. Duties and functional responsibilities of members.

14.1.9.2.1.3. Communication procedures and requirements.

14.1.9.2.1.4. Quick Reaction Checklists (QRC).

14.1.9.2.1.5. Administrative support roles.

14.1.9.2.1.6. Relationship of unit control centers to CAT.

14.1.10. Maintains a primary and alternate location for CAT operations.

14.1.11. (Added) (MAFB) Creates the CAT Staff Admin to provide operational plans implementation, administration, monitoring and message handling expertise to the CAT Director. The team consists of the CAT coordinator and support augmentees.

14.1.11.1. Primary CAT Coordinator. Requires minimum SECRET security clearance. Acts as the Executive Officer of the CAT and is responsible for the following, as a minimum:

14.1.11.2. Maintains working knowledge of 42 ABW plans, policies, and procedures applicable to the command’s wartime mission and contingency operations.

14.1.11.3. Ensure the 42 ABW CAT maintains the capability to coordinate all contingency operations.

14.1.12. (Added) (MAFB) Alternate CAT Coordinator(s). Alternates will be trained to backfill the position of the primary CAT Coordinator and act as primary as required.

14.1.13. (Added) (MAFB) CAT Staff Admin (augmentees). Team includes enlisted personnel with administrative background.

14.2. CAT Information Flow.

14.2.1. During emergency or contingency operations, a commander's effectiveness is limited by the quantity and quality of information available. All input, from external or internal generation, will flow to support staff to log and maintain.

14.2.2. Instructions from the CAT to UCCs will be annotated on a CAT Directive as shown in Attachment 4.

14.2.3. CAT Directives and other information, i.e., FPCON or INFOCON changes, will be uploaded into MENET (interactive communication software for CAT and UCC usage located on MAFB intranet). CAT and UCCs will use appropriate MENET for either "exercise" or "real world" event.

14.2.4. CAT and Command Post personnel will use MAFB Form 187, **Crisis Action Team Input**, or a suitably approved electronic alternative system, to share information and instructions.

14.3. Classified materials will not be removed from the CAT unless absolutely necessary. If CAT is required to relocate, materials will be handled IAW current guidance. Classified working documents must be stamped with appropriate classification and secured in the CAB.

14.4. Collateral Responsibilities.

14.4.1. Air University Liaison.

14.4.1.1. (Added) (MAFB) Represent AU views, brief situation status, coordinate required AU actions--act as information conduit.

14.4.2. (Added) (MAFB) Air University Public Affairs representative.

14.4.2.1. (Added) (MAFB) Act as liaison between the wing commander and the public during contingencies. Advise the commander and develop news releases IAW Air Force and DoD policies.

14.4.3. (Added) (MAFB) Primary CAT members.

14.4.3.1. (Added) (MAFB) Maintain current access and contact information.

14.4.4. (Added) (MAFB) Unit plans representative.

14.4.4.1. (Added) (MAFB) Maintain CAT representative support materials, e.g., binders with checklists, contacts, writing materials, unit level checklists, recall rosters, etc.

14.4.5. (Added) (MAFB) Resource Augmentation Duty (READY) Program.

14.4.5.1. (Added) (MAFB) Support CAT Operations for command and control communications during comm-out conditions and perform other duties as assigned.

14.4.6. (Added) (MAFB) The following staff agencies will be prepared at all times to provide capability briefings to the CAT as required. The following is a list of potential required briefings:

Agency/Unit	Type Briefing Required
Mission Support Group (MSG)	Limiting factors; WRM status; deployment status, support capabilities, status on FPC work detail availability, status of current RAM posture, status on AAFES/DECA availability/support
DynCorp, Maxwell Support Division (MSD)	Limiting factors; logistics resources availability, support capabilities; aircrew capability; overall aircraft maintenance status/ETICs; off-station aircraft/crews; worldwide weather/forecasts for areas of operations; communication capabilities, status of base facilities and/or utilities
Medical Group (MDG)	Clinic support capability; area hospital support capability; limiting factors
Disaster Preparedness (MSD/CEX)	Shelter status; CSDE requirements; limiting factors
Intelligence (CADRE)	Latest intelligence summary
AFOSI	Latest intelligence summary
Command Post (CP)	SORTS; OPREP-3 Requirements, recall capability; limiting factors

14.4.7. (Added) (MAFB) Unit Control Centers (UCC).

14.4.7.1. (Added) (MAFB) Responsible for up/down channeling of information between unit and CAT representative.

14.4.7.2. (Added) (MAFB) Maintain current CAT QRCs.

14.4.7.3. (Added) (MAFB) Develop and maintain supporting checklists tailored to their unit mission and organization.

14.4.8. (Added) (MAFB) 42 ABW Command Post (CP).

14.4.8.1. (Added) (MAFB) Focal point for command and control actions during emergencies, contingencies and exercises.

14.4.9. (Added) (MAFB) The 42 ABW/CC is the overall controlling authority.

15.1. (Added) (MAFB) Forms adopted: DD Form 2AF, **Armed Forces Identification Card**, AF Form 354, **Civilian Identification Card**, AF Form 1199, **Air Force Entry Control Card**, AF Form 2586, **Unescorted Entry Authorization Certificate**, MAFB Form 187, **Crisis Action Team Input**.

NOTE: The following is added to Attachment 1

References

MAFBI 10-201, *Emergency Operations*

JOHN A. NEUBAUER
Colonel, USAF
Commander

Attachment 1

CRISIS ACTION TEAM APPOINTMENT MEMORANDUM FORMAT

MEMORANDUM FOR 42 ABW/CP 42 ABW/XP (DATE)

FROM: APPROPRIATE STAFF AGENCY, GROUP OR UNIT

SUBJECT: Crisis Action Team Representative Appointment

1. The following individuals are appointed as Crisis Action Team (CAT) representatives:

Primary (or Alternate):

Name/ Grade:

Office Symbol:

SSN:

Security Clearance:

Duty Phone:

Home Phone:

Cell Phone:

Beeper/Pager:

FAX:

NOTE: Repeat the above information for each representative appointed.

2. This letter supersedes all previous letters from this organization.

3. Individual security clearances were verified by the unit security manager on

_____ (Date and Initials).

4. This information is **FOR OFFICIAL USE ONLY**. Safeguard and dispose of in accordance with AFI 37-131.

SIGNATURE BLOCK

Authorized Appointing Official

CRISIS ACTION TEAM LOG FORMATS

CONTINGENCY HISTORICAL REPORT - EVENTS LOG	REPORTING PERIOD	UNIT	REPORT CONTROL SYMBOL

[illegible]

Attachment 3**CRISIS ACTION TEAM (CAT) STAFF ADMIN RECALL ROSTER FORMAT****CAT ADMIN PAGER # 519-0392**

Director (Grade/Name) (Address) (Home Phone) (Cell/Pager) (Work Phone)
Coordinator (Grade/Name) (Address) (Home Phone) (Cell/Pager) (Work Phone)
Alternate Coordinator (Grade/Name) (Address) (Home Phone) (Cell/Pager) (Work Phone)
NCOIC (Grade/Name) (Address) (Home Phone) (Cell/Pager) (Work Phone)
Information Management (Grade/Name) (Address) (Home Phone) (Cell/Pager) (Work Phone)



“For Official Use Only: This document contains information exempt from mandatory disclosure under the Freedom of Information Act. Exemption 5 U.S.C. 552(b)(6) applies. This information is also protected by the Privacy Act of 1974 and must be safeguarded from unauthorized disclosure and disposed of in accordance with AFI 33-332, *Air Force Privacy Act Program*.”

Directions on CAT Paging System

1. Dial the CAT pager phone number (519-0392).
2. Listen for the recording requesting you to enter you numeric message (phone number you are calling from).
3. Once your phone number has been entered, numeric message is sent.

Attachment 4

CRISIS ACTION TEAM DIRECTIVE FORMAT

UNCLASSIFIED															
	MAXWELL CRISIS ACTION TEAM DIRECTIVE # _____														
REAL WORLD SITUATION															
Time: _____		Date: _____													
TITLE: CAT ACTIVATION OPR: 42 ABW CAT Coordinator															
AFFECTED ORGANIZATIONS: (_____)															
<ol style="list-style-type: none"> 1. The CAT was activated at 1100L due to _____. 2. UCCs review CAT QRC ____ “ _____ ” and any supporting checklists. 3. Report UCC activation time and personnel attainment and all follow-on information listed in unit specific checklists to your appropriate CAT member email account. (See following list for CAT accounts). <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <tr> <td style="padding: 5px;">42 CAT AU REP</td> <td style="padding: 5px;">42 CAT OSI REP</td> <td style="padding: 5px;">42 CAT SE REP</td> <td style="padding: 5px;">42 CAT 908 AW REP</td> </tr> <tr> <td style="padding: 5px;">42 CAT MSG REP</td> <td style="padding: 5px;">42 CAT PA REP</td> <td style="padding: 5px;">42 CAT JA REP</td> <td style="padding: 5px;">42 CAT CP REP</td> </tr> <tr> <td style="padding: 5px;">42 CAT MDG REP</td> <td style="padding: 5px;">42 CAT MSD REP</td> <td style="padding: 5px;">42 CAT XP REP</td> <td style="padding: 5px;">42 CAT ADMIN</td> </tr> </table> <ol style="list-style-type: none"> 4. Courtesy copy the 42 CAT Admin account. 5. Tenant organizations with no CAT rep, report information to the 42 CAT Admin account. 				42 CAT AU REP	42 CAT OSI REP	42 CAT SE REP	42 CAT 908 AW REP	42 CAT MSG REP	42 CAT PA REP	42 CAT JA REP	42 CAT CP REP	42 CAT MDG REP	42 CAT MSD REP	42 CAT XP REP	42 CAT ADMIN
42 CAT AU REP	42 CAT OSI REP	42 CAT SE REP	42 CAT 908 AW REP												
42 CAT MSG REP	42 CAT PA REP	42 CAT JA REP	42 CAT CP REP												
42 CAT MDG REP	42 CAT MSD REP	42 CAT XP REP	42 CAT ADMIN												
MSG _____ MSD _____ MDG _____ CV _____															
APPROVED BY: _____ JOHN A NEUBAUER, Col, USAF Commander															